

**Rare Books and Manuscripts
Indiana State Library
Registration Form for the Use of Manuscript Materials,
Pamphlets, Maps, or Printed Material before 1975**

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Research Topic _____

Research Purpose

____ Class Paper _____ (School/University Affiliation)
____ Thesis/Dissertation _____ (School/University Affiliation)
____ Genealogy
____ Historical Research
____ Other (please specify) _____

For Manuscript Material – How Did You Find Collection

____ Online Catalog ____ Online Search Engine (Google, etc.)
____ Book Citation ____ Card Catalog
____ Other (please specify) _____

Publication Plans _____

I have read the guidelines regarding the use of materials at the Indiana State Library and agree to them. I realize that in utilizing such materials, it is my responsibility to observe current copyright laws.

Signature _____

Staff Initials _____ **ID Presented** _____

RULES GOVERNING THE USE OF COLLECTIONS IN RARE BOOKS AND MANUSCRIPTS

1. No eating or drinking is permitted in the Library. Only pencils may be used in the Reading Room.
2. The researcher must have a current registration on file. Patrons must fill out a new form annually. Patrons must provide a photo identification in order to use library materials. The signed registration form shall constitute an acknowledgment that the patron will abide by the rules and procedures outlined on this form.
3. Please place personal property, including coats, briefcases, bags, backpacks, in the designated area. Only material needed for research, such as pencils, paper, research notes, and laptop computers will be allowed to rest on the tabletops while Manuscript materials are being used. Anything brought into the Reading Room is subject to inspection upon leaving. The library is not responsible for lost or stolen items.
4. The Manuscript Librarian must approve use of electronic devices and cameras. The use of personal scanners is not permitted in the library.
5. Use of materials may be restricted by the donors or by the Manuscript Librarian. The library reserves the right to restrict the use of fragile materials and of collections not yet processed.
6. Patrons may not remove manuscript materials from the reading room. All materials must be accounted for before the researcher leaves the manuscript reading room. *THEFT OR MUTILATION OF MANUSCRIPT DOCUMENTS IS A CRIME, WHICH MAY LEAD TO PROSECUTION.*
7. Researcher must keep the papers within a collection in the order in which they are presented to the researcher. Keep material flat on the table—*do not hold items in your hands*. Request book props if you need to hold materials at a more comfortable viewing angle. Do not lay any objects on top of library materials.
8. When viewing un-sleeved photographs or negatives, patrons will be required to wear gloves.
9. Reproduction of any manuscript materials must be approved and will be made by the library staff only.
10. **Photocopies and scans cannot be made upon demand.** Copies and scans will be made when staff time allows and mailed to the researcher with an invoice.
11. Manuscript collections **CANNOT be photocopied or digitized in their entirety.** Photocopies and/or digital images cannot exceed 25% of a folder. Copies of manuscript material are made for private study, scholarship, or research use only; they may not be published or reproduced in any fashion without written permission of the Indiana State Library. If you anticipate publishing, exhibiting or uploading any original material from the ISL collections, request an "Application for Use of Photographic, Film or Image Reproduction" form.